

Quote: _____
Down Payment: _____
Payment Plan: _____
Attorneys Initials: _____

CIVIL LITIGATION INTAKE FORM

Name: _____

Address: _____

D.O.B: _____

Phone Number: _____

What type of Civil matter is this?

Employment: Y/N: _____

Property: Y/N: _____

Contract: Y/N: _____

Wrongful Death: Y/N: _____

Damage or Injury: Y/N: _____

Unlawful Detainer (Eviction): _____

Education: Y/N: If Yes, go to **part 2**.

PART 1:

Are you the Plaintiff or the Defendant: _____

****In the case of an eviction the Plaintiff is the Landlord and the Tenant is the Defendant in most actions. ****

Is the other Party a business or individual? _____

Name of the other party: _____

Address of the other party: _____

Phone number of the other party: _____

In your own words, Explain what happened and why you need representation:

PART 2:

Education:

School name: _____

Principal Name: _____

Relation to the issue:

_____ Tenured Teacher _____ Paraprofessional _____ Administrator

_____ Non-Tenured:

HR Meeting date: _____

IEP Plan Issues: _____ Last IEP Meeting: _____

_____ Parent/ Student:

Need to collect: Cumulative file for student
Discipline File for Student
Current Grades

Tell me what happened: _____

*Request detailed Email from potential prior to consult.

